
**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 272.6

Section: **FS-1**

None

Introduction

USE - Food Stamps are intended for the purchase of eligible foods, including seeds and plants. Persons outside the household may be designated to purchase food. Households are not required to have cooking facilities or access to cooking facilities to participate.

Certain households have been authorized by Congress to use FS to obtain prepared meals. Present examples are:

1. Communal dining facilities for the elderly, disabled, homeless, etc.
2. Meals on Wheels for the elderly or house-bound
3. Substance Abuse Treatment Centers
4. Group living arrangements for disabled persons. ("Disabled" as defined in FS-999-1)
5. Shelters for the homeless. (FS 999-1)
6. Approved restaurants.

NOTE: Only the elderly and their spouses, SSI recipients and their spouses, and homeless households may use Food Stamps to purchase meals in approved restaurants.

PERSONNEL STANDARDS - Personnel used in certification shall be employed in accordance with standards for a merit system prescribed by the U.S. Civil Service Commission.

RECORDS - All certification and fiscal records shall be retained in an orderly fashion for a period of three years from the origin of the records.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 272.1, 272.6, 272.8(a)

Section: **FS-1**

Different
Chapter I

Introduction

DISCLOSURE OF INFORMATION - Rules and regulations shall be made available, upon request, to the general public.

The Department shall restrict the use or disclosure of information obtained from applicant and participating households to:

1. Persons directly connected with
 - a. the administration or enforcement of the provisions of the Food Stamp Act or regulations;
 - b. other Federal assistance programs;
 - c. federally-assisted State programs providing assistance on a means-tested basis to low income individuals;
 - d. general assistance programs;
 - e. the administration or enforcement of the programs which are required to participate in the income and eligibility verification system (IEVS) to the extent the food stamp information is useful in establishing or verifying eligibility or benefit amounts under those programs;
 - f. the verification of immigration status of aliens applying for food stamp benefits, through the Systematic Alien Verification for Entitlements (SAVE) Program, to the extent the information is necessary to identify the individual for verification purposes; and
 - g. the administration of the Child Support Program.
2. and to
 - a. employees of the Secretary of Health and Human Services as necessary to assist in establishing or verifying eligibility or benefits for Social Security or SSI;
 - b. employees of the Comptroller General's Office of the United States for audit examination authorized by any other provision of law; and

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFDC Reference

CFR 272.1, 272.6, 273.4(e)

Section: **FS-1**
Page 3

Introduction

- c. local, state, or federal law enforcement officials, upon their written request, if the officer furnishes the recipient's name and information that the individual is fleeing to avoid prosecution, custody, or confinement for a felony, or is violating a condition of parole or probation, or that the individual has information that is necessary for the officer to conduct the official duties of the officer and the location or apprehension of the recipient is within such official duties (the Department shall make available the address, Social Security number and if available a photograph of the Food Stamp recipient in question).

NOTE: The written request shall include the identity of the individual requesting the information and his authority to do so, violation being investigated, and the identity of the person on whom the information is requested.

Recipients of this released information must adequately protect the information against unauthorized disclosure to persons or for purposes not specified in this section. In addition, information received through the IEVS must be protected from unauthorized disclosure as required by regulations established by the information provider.

EXCEPTION: The Department shall report any household member known to be illegally present in the United States.

AMERICAN'S WITH DISABILITIES ACT - In accordance with the American's with Disabilities Act, no qualified individual with a disability will, by reason of such disability, be excluded from participation in, or be denied the benefits of, the services, programs or activities of the Maine Department of Human Services, or be subjected to discrimination by the Maine Department of Human Services.

Different
Introduction **NONDISCRIMINATION** - No applicant or participant shall be discriminated against for any reason whatsoever in any aspect of program administration. Enforcement action may be brought under any applicable Federal or State law. Title VI complaints shall be processed in accord with 7 CFR Part 15.

The Department shall accept all complaints of discrimination, written or verbal, and forward them promptly to the Secretary or Administrator at the Department of Agriculture. People who believe that they have been subject to discrimination may also file a complaint directly with the Secretary of the Department of Agriculture or the Administrator of Food and Nutrition Service in Washington, DC 20250, or the Maine Human Rights Commission.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFDC Reference

CFR 272.1, 272.6, 273.4(e)

Section: **FS-1**

Page 3a

In addition, any food stamp civil right complaints, written or verbal, received by the Department but not processed, as well as information on State processed civil rights complaints, shall be accepted and forwarded for action to:

Regional Civil Rights Director
Food and Consumer Service
Department of Agriculture
Northeast Regional Office
10 Causeway Street, Rm. 501
Boston, MA 02222

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 272.1, 272.6

Section: **FS-1**

None

Introduction

If an individual alleges that a discriminatory act has been committed, but the individual refuses to, or is reluctant to put it in writing, the person receiving the complaint shall do so. The following information should be provided:

name, address and telephone number of the complainant;

location and name of the agency responsible for delivering service;

the nature of the incident that led to the alleged discrimination, or an example of the aspect of program administration which is alleged to harm actual or potential participants;

names and addresses of persons who may have knowledge of the discriminatory acts;

the date or dates on which the alleged discriminatory actions occurred.

Written complaints will be accepted by the Secretary or the Administrator, even if the above information is not complete. People who file written complaints are encouraged to provide this information to facilitate investigation.

When the Department has received any such complaint, it will promptly forward the information directly to:

Regional Civil Rights Director
Food and Nutrition Service
Dept. of Agriculture
Northeast Regional Office
10 Causeway Street, Rm 501
Boston, MA 02222

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 272.1, 272.6

Section: **FS-1**

None

Introduction

Investigations will be conducted only if this information is provided. Complaints filed with the Secretary of Agriculture or the Administrator must be filed no later than 180 days from the date of the alleged action, unless the filing time is extended by the Secretary. All complaints to the Department or the Maine Human Rights Commission will be followed up, regardless of whether the information is submitted orally or in writing. Any complaint must be filed no later than 180 days from the date of the alleged action.

The complaint system shall be explained to each individual who expresses an interest in filing a discrimination complaint.

The Department shall:

- publicize the procedure for handling discrimination complaints.

- ensure that all offices involved in administering the program, and that also serve the public, display the nondiscrimination poster provided by FNS.

- ensure that participants and other low-income households have access, within ten days of the date of request, to information regarding nondiscrimination status and policies, complaint procedures and the rights of participants.

The Department shall obtain and report data on households by racial/ethnic category. The provision of this information is strictly voluntary and shall not affect eligibility or benefit level.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 272.1, 272.6

Section: **FS-1**

None

Introduction

ISSUANCE SYSTEM - Allotments are delivered via direct mail. Coupons are mailed from the Food Stamp Issuance Unit (FSIU) in Augusta. New authorizations are mailed on a daily basis, Monday through Friday, excluding holidays. The regular monthly allotments are mailed on a staggered basis between the 9th and the 17th of each month. Mail dates are determined by the FSIU, based upon the date of birth of the case name.

Normal delivery is by first class mail. Households may choose to receive allotments via an alternate system. Certain households are assigned an alternate system whenever circumstances exist which indicate that the household may not receive its allotment through the regular mail process. Decisions to place such households on an alternative system shall be made at both Central and Regional Office levels; such decisions are not subject to the fair hearing process.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 273.1

Section: **FS-111-1**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Household Concept

Same
Chap. II, Sec. D,
Chap. II, Sec. C,

GENERAL RULE - A household must satisfy certain conditions and the number of individuals in the household must be established before financial eligibility can be determined. Factors affecting the composition of a household shall be verified, if questionable.

Households must reside in the State of Maine.

Households must not live in an institution which provides the majority of meals, except for:

federally subsidized housing for elderly, built under either Section 202 or 236 of the National Housing Act.

drug or alcohol treatment centers (FS 444-5).

approved group living arrangements for the developmentally disabled (FS 444-5).

shelters for battered women and children (FS 444-6).

shelters for the homeless (FS 999-1).

Different
Chap. II, Sec. D,
Chap. II, Sec. C,

A HOUSEHOLD MAY BE -

1. an individual living alone;
2. an individual or a group of individuals who live with others, but purchase and prepare meals separately. This includes roomers.

Individual who claim to be a separate household from those with whom they reside shall be responsible for proving that they are a separate household.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 273.1

Section: **FS-111-1**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Household Concept

3. a group of individuals who live together and purchase and prepare meals together;
4. an individual at least sixty years of age, and his/her spouse who are unable to prepare their own meals because of a permanent disability and who live with others whose gross income does not exceed 165% of the Office of Management and Budget (OMB) Poverty Level (FS-000-1). Exclude the elderly individual and spouse when making this income determination.

Different
Chapter II

The following shall be considered as customarily purchasing food and preparing meals together even if they actually do purchase food and prepare meals separately:

1. Spouses residing together, or couples residing together who hold themselves out to the community as husband and wife by representing themselves as such to relatives, friends, neighbors, or trades people;
2. parents living with their natural, adoptive or stepchildren 21 years of age or younger.

NOTES:

- Ties to biological parents are severed when a child is legally adopted by another person.
 - Ties to a stepparent are severed when a parent's marriage to a stepparent is dissolved.
3. children under 18 years of age (excluding foster children - see FS-444-3), living in a household in which another member is assuming parental responsibility.
 4. boarders not paying an adequate amount for their meals. An adequate amount is determined by the Thrifty Food Plan. When a boarder eats two meals or less the adequate amount is at least two-thirds of the Thrifty Food Plan.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 273.1

Section: **FS-111-1**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Household Concept

NON-HOUSEHOLD MEMBERS ARE

1. boarders (FS 444-3) paying an adequate amount for their meals.
The household can include such boarders as members of their household if they wish to do so.
2. roomers, if purchasing and preparing meals separately from the household.
3. live-in attendants.
4. disqualified members (see FS-444-4)..
5. other individuals who live with the household, but purchase and prepare their meals separately.

NOTE: These individuals are not considered when determining household size.

Different
Chapter II

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 273.1

Section: **FS-111-1**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Household Concept

To determine household composition

1. identify the total number of individuals who live together.
2. determine the relationship of individuals who live together.
3. identify members who
 - a. must be a member of the household.
 - b. are members of the household by choice.
 - c. are not members of the household.
4. Include as household members those who must be household members and those who choose to be.
5. Once the household is established, identify members who
 - are ineligible aliens or ineligible students.
 - are disqualified for various reasons.

NOTE: These individuals' income and assets receive special treatment. They are not eligible for benefits (FS 444-4).

6. If separate household status is claimed, the claimant shall be responsible for proving that he is a separate household as defined by food stamp rules.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 273.1

Section: **FS- 111-1**

None

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Household Concept

HEAD OF HOUSEHOLD

That responsible adult household member selected by all adult members of the household.

The household may designate its head of household each time the household is certified for participation in the food stamp program, but may not change the designation during the certification period unless there is a change in the composition of the household.

EXCEPTION: In situations where there are no children in the food stamp household, for purposes of failure to comply with work requirements, the head of household is the principal wage earner (that household member, including ineligible and disqualified members, who is the greatest source of earned income in the two months prior to the month the violation occurred in).

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS Reference

CFR 273.2, 273.4

Section: **FS-111-2**
Page 1

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY
FACTORS**

Resolving Questionable Citizenship Status and Verifying Alien Status

Different
Chap. II, Sec. A,

GENERAL RULE - Only U.S. citizens and certain aliens are eligible for benefits. An ineligible alien or individual with unverified status does not prohibit the remaining members of a household from being certified.

REPORTING ILLEGAL ALIENS

If the Department has verifiable knowledge that an alien applicant or household member is in the United States illegally, this must be reported to the Immigration and Naturalization Service. Verifiable knowledge would mean that the deportation notice has been seen.

Field staff are to report to Central Office any information concerning verifiable knowledge of an illegal alien. Central Office is responsible for reporting such situations to INS.

Note: Alien status must be verified.

RESOLVING QUESTIONS ABOUT CITIZENSHIP STATUS -
For the purpose of citizenship, the U.S. is defined as:

The fifty states and District of Columbia, Puerto Rico, Guam, Virgin Islands, and the Northern Mariana Islands. In addition, nationals from American Samoa or Swain's Islands are regarded as U.S. citizens. Children born outside the U.S. are considered citizens if both parents are citizens.

North American Indians who are not U.S. citizens, who enter the U.S. from Canada, must provide verification of Indian status and Canadian citizen status. Verify each family member's status.

As a condition of eligibility, an adult representative of each household shall certify in writing, under penalty of perjury that all members of the household are either citizens or are aliens eligible to receive food stamps. If the household cannot obtain the necessary forms of verification and the

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS Reference

CFR 273.2, 273.4

Section: **FS-111-2**

Page 1a

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY
FACTORS**

household can provide a reasonable explanation as to why verification is not available, the state agency must accept, under penalty of perjury, from a third party indicating a reasonable basis for personal knowledge that the member in question is a U.S. Citizen or Non-Citizen National (persons, and their offspring, born on American Samoan or Swain's Islands). The signed statement must contain a warning of the penalties for helping someone commit fraud. This attestation does *not* apply to alien status.

Absent verification or third party attestation of U. S. citizenship or non-citizen national status, the member whose status is not determined is ineligible to participate until the issue is resolved. The remaining members of the household may still be eligible.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II, VII **Med:** 1210

CFR 273.2, 273.4

Section: **FS-111-2**
page 2

GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY FACTORS

Resolving Questionable Citizenship Status and Verifying Alien Status

Noncitizens who are in the United States as visitors, tourists, diplomats and students are not eligible for Food Stamps.

The Personal Responsibility and Work Opportunity Act eliminated coverage with Federal funds for many groups of aliens. The Agriculture Research, Extension and Education Reform Act of 1998 (AREERA) restored eligibility of certain legal immigrants and extended the eligibility of refugees, asylees, deportees, Cubans, Haitians, and Amerasians for 7 years after admitted or granted status. State statutes have restored eligibility for other non-citizens, individuals who lost coverage through PRWORA. State funding of Food Stamp benefits began on September 1, 1998.

There will be households that include both aliens and citizens. One example of this is households which include parents who are not citizens and their children who were born in this country and are therefore citizens. In such cases, different funding sources may pay for Stamps received by different parts of the household.

Verification of noncitizen status is not required for expedited service.

The following chart indicates the funding source for Food Stamp benefits for noncitizens.

All individuals in groups indicated by * can receive Federally funded benefits if they meet all other criteria except citizenship and are a veteran, on active duty in the Armed Forces of the United States or the spouse or unmarried dependent of an individual who is a veteran or involved in active duty in the Armed Forces of the United States. Further clarification may be found in policy following the chart below.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II, VII Med: 1210

CFR 273.2, 273.4

Section: **FS-111-2**
Page 3

GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY FACTORS

Resolving Questionable Citizenship Status and Verifying Alien Status

Alien Status	Federal Funding	State Funding	Comments
Refugees admitted under Sec. 207 of INA	<ul style="list-style-type: none"> For 7 years after entering the United States or Military status * 	All others	
Asylees admitted under Sec. 208 of INA	<ul style="list-style-type: none"> For 7 years after attaining status or Military status * 	All others	
Deportees whose deportation is withheld under Sec. 243(h) or 241(b)(3) of INA	<ul style="list-style-type: none"> For 7 years after attaining status or Military status * 	All others	
Cuban and Haitian entrants defined in Sec. 501(e) of the Refugee Education Assistance Act of 1980	<ul style="list-style-type: none"> For 7 years after attaining status or Military status * 	All others	Verification codes: I-94: Stamp showing admission as a Cuban/Haitian entrant Indication of admission as parolee under Sec. 212 of the INA
Amerasian immigrants admitted pursuant to Sec. 584 of the Foreign Operations, Export Financing and Related Program Appropriation Act, 1988 and 1989 as amended	<ul style="list-style-type: none"> For 7 years after attaining status or Military status * 	All others	Verification codes: I-94: AM1, AM2, AM3, I-551: AM6, AM7, AM8 Vietnamese Exit Visa US Passport stamped by INS with the code AM1, AM2, or AM3
Battered spouse, battered child, or parent or child of a battered person with a petition pending under 204(1)(A) or (B), or 244(a)(3) of INA	<ul style="list-style-type: none"> Military status * Under 18 years of age and lawfully in U.S. on 8/22/96 (eligible until the 18th birthday) Receiving payments or assistance for blindness or disability and lawfully In U.S. on 8/22/96 65 years of age or older and lawfully in U.S. on 8/22/96 	All others	

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II, VII **Med:** 1210 CFR 273.2, 273.4Section: **FS-111-2**

Page 4

GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY FACTORS

Resolving Questionable Citizenship Status and Verifying Alien Status

Alien Status	Federal Funding	State Funding	Comments
Individuals lawfully admitted for permanent residence	<ul style="list-style-type: none">• Military status*• 40 qualifying quarters• Receiving payments or assistance for blindness or disability as defined at Sect. 999-1 and lawfully residing in U.S. on August 22, 1996• 65 years of age or older and lawfully residing in U.S. on August 22, 1996• Under 18 years of age and lawfully residing in U.S. on August 22, 1996	All others	Includes individuals having and INS I-94 with unexpired temporary I-551 stamp or annotation with stamp showing grant of asylum under sec. 230(a)(7), 207,208, parolee as "Cuban/Haitian Entrant" under 212(d)(5) or admission for at least one year under sec. 212(d)(5)
Individuals paroled into the United States under Sec. 212(d)(5) of INA for at least one year	<ul style="list-style-type: none">• Military status*	All others	
Individuals granted conditional entrance pursuant to Sec. 230(a)(7) of INA as in effect prior to April 1, 1980	<ul style="list-style-type: none">• Military status*	All others	
Individuals who entered the United States prior to January 1, 1972 and have lived here continuously.	Not eligible	All	

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II, VII **Med:** 1210 CFR 273.2, 273.4Section: **FS-111-2**

Page 5

GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY FACTORS

Resolving Questionable Citizenship Status and Verifying Alien Status

Alien Status	Federal Funding	State Funding	Comment
American Indians born in Canada to whom provisions of sect. 289 of IWA (8 U.S.C. 1359) apply and members of an Indian tribe as defined in sect. 4(e) of the Indian Self-determination and Education Assistance Act (25 U.S.C. 450(e))	Indefinite		
Individuals acquiring permanent resident status who were admitted to the United States under Sec. 245A of the Immigration Reform and Control Act aka Amnesty aliens	Not eligible	All	
Household members admitted under the Family Unity provisions of Sec. 301(d) of PL 101-649	Not eligible	All	
Battered individuals	• Military status	All others	
Hmong and Highland Laotians (including the spouse, unmarried dependent children of such individuals or unremarried surviving spouse of such deceased individuals) who are lawfully residing in the U.S. and were a member of a tribe at the time that tribe aided U.S. personnel during the Vietnam conflict.	Indefinite		

*A veteran or an individual on active duty in the United States Armed Forces or the spouse or unmarried dependent child of a veteran or person on active duty is eligible for benefits funded by the Federal government for an unlimited period if in a status noted by

*.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II, VII **Med:** 1210 CFR 273.2, 273.4

Section: **FS-111-2**

Page 5a

A "veteran" for the purposes of this Section is an individual who served on active duty for a minimum of 24 months (or for the period for which the person was called to active duty) and who was honorably discharged not on account of alienage or who died during active duty service as defined in Sec. 1101 and 1301 of Title 38, USC. Certain Filipino veterans described in Title 107, 38 USC are included in this definition.

The spouse of a deceased veteran or individual on active duty is eligible if he or she is the unremarried surviving spouse of the veteran or person on active duty who is deceased if the marriage period was at least one year or for any time period if a child was born of the marriage or was born before the marriage.

Veteran status is verified as follows:

Veterans who were honorably discharged for reasons other than alienage have a VU Military Discharge Certificate (DD Form 214) that shows Character of Service as "Honorable" and does not show, in the Narrative Reason for Discharge entry that the discharge was based on alien status, lack of US citizenship or other "alienage" reason.

Active duty personnel (other than active duty for training) are verified by green service identity card (Form DD-2) or, rarely by a red service identify card and copy of current orders showing active duty (not active duty for training purposes only).

The distinction between Federal and State eligibility is important only for funding purposes.

Aliens admitted for permanent resident who have military status as defined above or who have at least 40 qualifying quarters of coverage under Title II of the Social Security Act or who can be credited with such qualifying quarters may be eligible for Federally funded Food Stamps. Beginning on January 1, 1997, any quarter in which the individual or the individual's spouse or parent receives TANF or SSI will not be considered in the 40 quarters count. Beginning July, 1998, any quarter in which the individual or the individual's spouse or parent received Food Stamps will not be considered in the 40 quarters count. Individuals admitted for permanent residence who do not have military status or meet the qualifying quarters and who are eligible for Food Stamp benefits except for citizenship status may receive benefits funded by the State.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II, VII Med: 1210

CFR 273.2, 273.4

Section: **FS-111-2**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Resolving Questionable Citizenship Status and Verifying Alien Status

PROCEDURES REGARDING 40 QUALIFYING QUARTERS

Implementing this requirement will be challenging for the individual immigrants, eligibility workers, and the Social Security Administration (SSA) which is the primary source of quarters of coverage information. While some immigrants will already have 40 quarters clearly established in their Social Security records, others may have been employed in jobs covered by Social Security, but earnings may not have been appropriately reported. Many immigrants, particularly migrant workers, may have difficulty obtaining verification of employment, and SSA will have to work with them to establish quarters.

SSA has developed an automated system to provide State agencies, on an overnight basis, with information on quarters of coverage.

These procedures authorize certification pending verification (CPV) for certain immigrants. Provided an immigrant, alone or in combination with his parents and/or spouse, has spent sufficient time in this country to have acquired 40 quarters of coverage, the individual's attestation to 40 quarters is sufficient. The individual need only state that he or she, alone or in combination with his or her parents and/or spouse, has met the work requirement. No further documentation of earnings is required at application.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFDC: II, VII **Med:** 1210 CFR 273.2, 273.4

Section: FS-111-2
page 7

GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY FACTORS

Resolving Questionable Citizenship Status and Verifying Alien Status

If SSA's existing records do not verify that an individual claiming 40 quarters in fact has them and the individual believes SSA's records are not correct, SSA will work with the individual to determine whether additional quarters can be established. Individuals in this situation should be advised of this option and that they will be allowed to participate for 6 months provided SSA certifies that it is working to clarify their records. The individual will be required to provide a document from SSA indicating that the number of quarters is under review. SSA is developing a document to meet this requirement.

If SSA cannot establish additional earnings and the individual does not have 40 qualifying quarters, the State agency shall establish an inadvertent household error claim for the overissuance, unless the individual knowingly provides false information.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFDC: II, VII

Med: 1210

CFR 273.2, 273.4

Section: **FS-111-2**
page 7a**QUARTERS OF COVERAGE**

A quarter of coverage is any calendar quarter (beginning January 1, April 1, July 1, or October 1) in which an individual has been paid a specified amount of wages or for which he/she has been credited with a specific amount of self-employment income. Prior to 1978, any quarter in which an individual was paid (or deemed to be paid) \$50 or more in wages for employment covered by the Social Security Act is a quarter of coverage. The amount of earnings required for each quarter of coverage after 1978 and the years involved are as follows:

Year	Quarterly Amount	Annual Amount
1978	\$250	\$1000
1979	\$260	\$1040
1980	\$290	\$1160
1981	\$310	\$1240
1982	\$340	\$1360
1983	\$370	\$1480
1984	\$390	\$1560
1985	\$410	\$1640
1986	\$440	\$1760
1987	\$460	\$1840
1988	\$470	\$1880
1989	\$500	\$2000
1990	\$520	\$2080
1991	\$540	\$2160
1992	\$570	\$2280
1993	\$590	\$2360
1994	\$620	\$2480
1995	\$630	\$2520
1996	\$640	\$2560
1997	\$670	\$2680
1998	\$700	\$2800
1999	\$740	\$2960
2000	\$780	\$3120
2001	\$830	\$3320

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II, VII **Med:** 1210

CFR 273.2, 273.4

Section: **FS-111-2**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Resolving Questionable Citizenship Status and Verifying Alien Status

A “qualifying quarter” does not literally mean a 3-month period. For example, in 1996 an applicant can receive up to 4 quarters of credit by earning \$2,560 or more at any time during the year.

An individual cannot earn more than 4 quarters of coverage per year. However, they can be credited with the quarters earned by a spouse or parent, as mentioned above. For example, if an individual earns an annual amount equal to 5 quarters in a year they will only be credited with 4 quarters of coverage. If his/her spouse works 4 quarters that year, the spouse’s benefits can be counted toward the individual’s quarters of coverage, giving the individual 8 quarters of coverage.

If an individual earns the annual amount in one quarter it covers all 4 quarters. However, the individual is not credited with the quarters of coverage until they enter the quarter. For example, if an individual earns the annual amount in January, they will earn 4 quarters of coverage, however, they will not be credited for the 2nd quarter until April 1, the 3rd quarter until July 1, or the 4th quarter until October 1.

CERTIFICATION PENDING VERIFICATION PROCEDURES FOR LEGAL
IMMIGRANTS IN HOUSEHOLDS WHICH QUALIFY FOR EXPEDITED
SERVICE (see FS-222-2)

The following procedures are for legal immigrants who believe that they have a work history that meets the 40 quarters exemption in the law and who are in households which qualify for expedited service. These procedures need not be followed for those legal immigrants who qualify for other exemptions in the law (refugees, asylees, deportees, or applicants with a claim to eligibility based on military service).

To determine eligibility based on social security coverage, the State agency should ascertain the applicant’s understanding as to the following:

1. How many years has the applicant, the applicant’s spouse, or the applicant’s parents (before the applicant turned 18) lived in this country.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFDC: II, VII Med: 1210

CFR 273.2, 273.4

Section: **FS-111-2**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Resolving Questionable Citizenship Status and Verifying Alien Status

The number of years reported for the applicant, spouse, and parent(s) should be totaled at this point. If the total is less than 10, the applicant does not meet the 40 quarters requirement and the State agency does not have to go on to question 2.

2. In how many of the years reported in answer to question 1 did the applicant, the applicant's spouse, or the applicant's parent earn money through work.

If the answer to question 2 is 10 years or more, the State agency shall verify, from INS documents, the date of entry into the country of the applicant, spouse and/or parent. If the person was working in a job covered by Social Security, the quarters can be counted even if he/she was not living in this country. According to current guidance from SSA, quarters worked in another country cannot be counted. If the date is consistent with having 10 or more years of work, no further documentation is required at this time. The State agency shall include the immigrant in the household pending verification from SSA. The State agency shall inform these immigrants that a claim will be established for any benefits to which they were not entitled. The State agency shall keep a record of each individual certified pending verification from SSA.

If the dates of entry are inconsistent with having 10 or more years of work, the State agency shall determine the individual ineligible. The State agency shall then inform the applicant of his or her fair hearing rights.

The applicant shall also provide, for purposes of future verification, the full name, Social Security number, date of birth, and sex of each individual (self, parent or spouse) whose work history is relevant to the determination of eligibility. In addition, the applicant shall provide a release form signed by each such individual giving SSA permission to release information on that individual to the State agency and/or the applicant. This form shall be retained in the case file to document the individual's consent.

DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS

AFDC: II, VII

Med: 1210

CFR 273.2, 273.4

Section: **FS-111-2**

Page 10

GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY FACTORS

Resolving Questionable Citizenship Status and Verifying Alien Status

An adult in the household must sign the Declaration of Citizenship or Lawful Alien Status form. If the status of a household member is questionable, the individual may be asked to provide a birth certificate, religious document or similar proof of birth, voter's registration card, US passport or certificate of naturalization provided by the INS, Tribal records, or letter from the Canadian Department of Indian Affairs.

The individual must be provided a reasonable opportunity to submit acceptable documentation of alien status prior to the 30th day following the date of application. A reasonable opportunity is at least 10 days from the date that the documentation was requested. An individual who has been given a reasonable opportunity to submit documentation and has not done so as of the 30th day following the date of application cannot be allowed to participate until documentation is submitted. If the documentation is requested on the 20th day following the date of application or later, the household must be issued benefits no later than the 30th day after application provided all other conditions of eligibility are met.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II Med: 1220

CFR 273.3

Section: **FS-111-3**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Residence and Identity

GENERAL RULE - A household must be living in the State. Verification of identity and residence is required. Persons in the State solely for vacation, i.e. intend to return to their home in another state within 30 days, shall not be considered residents. Residing in a permanent dwelling or having a mailing address is not required.

NOTE: When applying the “residence” rule, understand that the individual must be able to be considered a resident for Food Stamp purposes somewhere in the United States. If the other state refuses to consider the individual a resident of that state because the individual is in Maine, consider the individual a resident of Maine.

EXCEPTIONS: EXPEDITED SERVICE - Postpone verification of residence if it would delay processing.

HOMELESS - Do not require verification of residence.

PROCEDURE:

Responsibility - Household

Verify Maine residence and identity with rent and mortgage receipts, utility bills, tax receipts, driver's license, etc.

If no documents are available, provide name and address of collateral contact.

Responsibility - Family Independence Specialist

Evaluate verification. Request additional information when verification is questionable.

DOCUMENT CASE FILE

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFD: II Med: 1230, 2130, 2423

CFR 273.6

Section: **FS-111-4**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Social Security Numbers

Same
Chap. II, Sec. A,

GENERAL RULE - Each household member must furnish a Social Security Number or provide proof of application for one before certification. If a member has more than one Social Security Number, all numbers must be provided.

If the household is unable to provide proof of application for a Social Security number (SSN) for a newborn, the household must provide the SSN or proof of application at its next recertification or within 6 months following the month the baby is born, whichever is later. If the household is unable to provide a SSN or proof of application for SSN at its next recertification within 6 months following the baby's birth, good cause shall be determined.

Responsibility

Different
Chap. II, Sec. A,

FAILURE TO COMPLY: The household shall be advised that refusal or failure to provide a Social Security Number will result in disqualification of the non-complying member, unless good cause exists. See FS 444-4 for disqualification procedures.

Different

GOOD CAUSE: Good cause exists if a "good faith" effort is being made by the household to fulfill its responsibility and cooperate with the Social Security Office and the agency. Individuals with good cause for failure to comply shall be allowed to participate for an additional month. A good cause determination must be made each month thereafter.

Different

ENDING DISQUALIFICATION FOR FAILURE TO COMPLY: A disqualified individual may become eligible by providing a Social Security Number or proof of application.

Different
Chap. II, Sec. A,

VERIFICATION OF SOCIAL SECURITY NUMBER:
Social Security Numbers shall be verified through computer cross matching with SSA.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS Reference

CFR 273.7

Section: **FS-111-5**
page 1

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY
FACTORS**

Work Requirements

GENERAL RULE - WORK REGISTRATION

Different
Chapter II

Unless exempt, each household member must be registered at the time of application and once every twelve months thereafter. When a registrant loses eligibility for food stamps and after a break of at least one month in participation is found eligible again, he/she must re-register even though the twelve month period has not expired. The same is true for registrants sanctioned for non-compliance with work requirements.

NOTE: The registration may be completed by any member of the household on behalf of the mandatory individual.

EXEMPT MEMBERS

Do not register individuals who are:

1. residents of

Androscoggin

Leeds	Livermore Falls
Livermore	Mechanic Falls

Aroostook - entire county

Cumberland

Harrison

Franklin - entire county

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS Reference

CFR 273.7

Section: **FS-111-5**
page 1aHancock - entire countyKennebec

Albion	Gardiner	Readfield
Benton	Monmouth	Vienna
Clinton	Mount Vernon	

Oxford - entire countyPenobscot

Alton	Etna	Mt. Chase
Bradford	Exeter	Newburgh
Bradley	Garland	Newport
Burlington	Greenbush	Passadumkeag
Carmel	Howland	Patten
Carroll Plt.	Hudson	Penobscot Nation
Charleston	Kingman Twp.	Plymouth
Chester	LaGrange	Sebois Plt.
Clifton	Lakeville	Springfield
Corinna	Lee	Stacyville
Corinth	Levant	Stetson
Dexter	Lincoln	Webster Plt.
Dixmont	Lowell	Winn
Drew Plt.	Mattawamkeag	Woodville
E. Millinocket	Maxfield	
Edinburg	Medway	
Enfield	Millinocket	

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS Reference

CFR 273.7

Section: **FS-111-5**
page 1b

Piscataquis - entire county

Sagadahoc

Bowdoin	Richmond
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Somerset - entire county

Washington - entire county

Waldo

Burnham	Isleboro	Stockton Springs
Frankfort	Liberty	Thorndike
Freedom	Palermo	Troy

York

Limerick	Sanford
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**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS Reference

CFR 273.7

Section: **FS-111-5**
page 1c

The above areas are also the areas waived for the three month time limited eligibility for ABAWDS.

Unless they volunteer, do not register individuals who are:

2. under sixteen, or sixty or over.
3. age sixteen or seventeen and not the principal wage earner, regardless of student status.
4. a student, regardless of age, who is enrolled at least half time in any recognized school, training program, or institution of higher education.
5. working thirty or more hours per week or, if working less hours, earning thirty times the Federal hourly minimum wage.
6. subject to and complying with a TANF work requirement; this includes registration for ASPIRE/JET.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II Med: N/A

CFR 273.7

Section: **FS-111-5**

Page 2

GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY FACTORS

Work Requirements

7. receiving or applying for unemployment benefits.
8. caring for a dependent child under age 6 or, in households in which the parent or caretaker-relative is receiving TANF benefits, caring for a child under 1 year of age. This exemption is limited to no more than a total of 12 months per custodial parent or caretaker-relative.

NOTES:

“Dependent Child” is a child who resides with a parent or stepparent or, in the absence of residing with a parent, a child who resides with an adult who is assuming parental responsibility for the child (see FS-111-1).

This exemption is the same used with TANF households.

EXCEPTION: A parent or caretaker-relative under 20 years of age who is a recipient of TANF and has not completed high school or its equivalent must participate in the ASPIRE-TANF program regardless of the age of the youngest child and attend courses to complete high school, with an emphasis on education in a traditional high school setting.

9. caring for an incapacitated person who cannot provide his own care. The incapacitated person need not live with the Food Stamp household.
10. physically or mentally unable to work thirty or more hours per week. When this is not apparent, or there is contradictory information, a doctor's statement or proof of disability benefits shall be required.
11. regular participants in a substance abuse treatment and rehabilitation program.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II Med: N/A

CFR 273.7

Section: **FS-111-5**

Page 2a

RESPONSIBILITIES OF REGISTRANTS - Mandatory registrants must:

1. when required, participate in an employment/training program.
2. comply with ASPIRE/TANF requirements that are comparable to FS rules.
3. respond to requests about employment status or availability for work.
4. when referred, report for suitable employment.

NOTE: Mandatory registrants shall not be required to participate if dependent care cost exceed \$200 a month for each dependent child under 2 years of age and \$175 for each other dependent . In addition, the ASPIRE/JET or ASPIRE/JET contracted agency shall excuse from participation any mandatory registrant when participation is impractical due to such factors as the availability of work opportunities and the cost-effectiveness of the employment requirements.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 273.7

Section: **FS-111-5**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Work Requirements

5. accept a bona fide offer of suitable employment.

NOTE: A job is not suitable if:

- a. it pays less than the Maine minimum wage.
- b. it is dangerous to health or safety.
- c. daily commuting time of more than two hours is required, or the distance is unreasonable, considering the wage, commuting time and costs, or lack of transportation.
- d. physically or mentally unable to do the job.
- e. required to join or quit a union.
- f. there is a strike or lock-out at the work site.
- g. it interferes with religious doctrine.
- h. when the job is offered within thirty days of the initial registration, it is outside the registrant's major field of experience. A registrant is required to accept an otherwise suitable job when offered after the first thirty days.

DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS

TANF/PaS: II Med: N/A

CFR 273.7

Section: **FS-111-5**
Page 4

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Work Requirements

DISQUALIFICATION PROVISIONS

When a household member does not comply with a registration requirement and cannot show good cause, that member shall be disqualified.

Start Date of Disqualification - The start date shall be the first of the month after normal procedures for closing or removal of the individual have taken place. Should a fair hearing delay the implementation, the period shall start the first of the month following the decision upholding the agency.

Disqualification Penalties and Ending Disqualification - Unless the member who was in violation becomes exempt for a reason other than TANF or PaS or UIB status, the disqualification period shall continue until the disqualified member complies with the registration requirement and for a period not less than one month for the first violation, three months for the second violation, and six months for the third violation which occurred 8/22/96 or later.

NOTE: If the person who caused the disqualification joins another household, the penalty follows him.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFDC Reference

CFR 273.7

Section: **FS-111-5**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY
FACTORS**

Work Requirements

SPECIAL RULES - AFDC AND UIB - When a member who was exempt because of registration in AFDC or UIB fails to comply with a comparable work requirement, the household shall be treated as though that member violated the FS work requirements.

NOTE: An AFDC or UIB requirement is not comparable if it imposes responsibilities which exceed those imposed by FS rules.

When the work registrant has failed to comply with the work registration, employment and training, or voluntary quit requirements, a determination of whether or not good cause existed shall be made. All facts and circumstances shall be considered, including information submitted by the household member and the employer.

Good cause shall include circumstances beyond the member's control, such as, but not limited to illness, illness of another household member requiring the presence of the member, a household emergency, the unavailability of transportation or the lack of adequate child care for children between six and twelve years of age.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

CFR 273.7

Section: **FS-111-5**

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Work Requirements

GENERAL RULE - EMPLOYMENT AND TRAINING

Mandatory work registrants must accept referral to the appropriate ASPIRE/JET or ASPIRE/JET contracted agency.

RESPONSIBILITIES OF REGISTRANT - Those persons referred must comply with requirements set forth in the Food Stamp Employment and Training Plan. Persons with substantial barriers to participation may be excused from participation by ASPIRE/JET or the ASPIRE/JET contracted agency.

RESPONSIBILITIES OF ASPIRE/JET OR ASPIRE/JET
CONTRACTED AGENCY - Each registrant who is referred shall be advised of the participation requirements, what constitutes noncompliance, and the consequences of noncompliance.

When ASPIRE/JET or ASPIRE/JET contracted agency determines that a mandatory registrant has failed, without cause, to comply, the IMU shall be notified. Appropriate disqualification action shall be started within ten working days after receiving the notice of noncompliance.

In the event of a fair hearing, a ASPIRE/JET or ASPIRE/JET contracted agency representative, as well as an IMU representative, shall represent the Department.

DISQUALIFICATION PROVISIONS - Same as for violation of any work requirement.

GOOD CAUSE PROVISIONS - Same as for any work requirement.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II Med: 2114

CFR 273.7

Section: **FS-111-6**
Page 1

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Job Quit and Voluntary Reduction in Work Effort

DISQUALIFICATION PROVISIONS -

When a non-exempt household member has voluntarily and without good cause quit a job or voluntarily and without good cause reduced their work effort (and, after the reduction, are working less than 30 hours a week), that member shall be disqualified.

NOTE: For applicant households, the job quit and voluntary reduction in work effort disqualification applies only if the violation occurred within 60 days prior to the application date.

Start Date of Disqualification - For applicant households, the start date shall be the day of the job quit or voluntary reduction in work effort. For households receiving Food Stamps, the start date shall be the first of the month after normal procedures for closing or removal of the individual have taken place. Should a fair hearing delay the implementation, the period shall start the first of the month following the decision upholding the agency.

Disqualification Penalties and Ending Disqualification - Unless the member who was in violation becomes exempt for a reason other than TANF or PaS or UIB status, the disqualification period shall continue until the disqualified member gets a new job with comparable salary or hours or, if disqualified for voluntary reduction in work effort, resumes working at least 30 hours a week and for a period not less than one month for the first violation, three months for the second violation, and six months for the third violation which occurred 8/22/96 or later.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: II Med: 2114

CFR 273.7

Section: **FS-111-6**
Page 2

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Job Quit and Voluntary Reduction in Work Effort

The voluntary quit provision applies only if the employment involved 20 hours or more per week or provided weekly earnings at least equivalent to the Federal minimum wage multiplied by 20 hours and the quit was without good cause.

NOTE: Good cause for leaving employment includes the good cause provisions found in FS-111-5 and resigning from a job that does not meet the suitability criteria specified in FS-111-5. Good cause shall also include, but not be limited to:

1. Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, natural origin or political beliefs.
2. Work demands or conditions that render continued employment unreasonable. An example would be not being paid on schedule.
3. Acceptance of employment or enrollment of at least half time in a recognized school, training program, or institution of higher learning that requires the head of household to leave employment.
4. Acceptance by any other household member of employment or enrollment in a recognized school, training program, or in another area which requires the household to move and thereby requires the head of household to leave employment.
5. Resignations which are recognized by the employer as retirement.
6. Employment which becomes unsuitable as specified in FS-111-5.
7. Acceptance of a bonafide offer of employment of more than 20 hours a week (or the equivalent of 20 hours times the Federal minimum wage) and the job either doesn't materialize or ends up less than the 20 hours a week criteria.
8. Leaving a job in connection with patterns of employment where workers frequently move from one employer to another. A couple of examples are migrant farm laborers and construction workers.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF:/PaS: Med:

CFR 273.7

Section: **FS-111-6**
Page 3

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL
ELIGIBILITY FACTORS**

Job Quit and Voluntary Reduction in Work Effort

ENDING DISQUALIFICATION

The household member will be permitted to participate before the end of the disqualification period if the member who caused the disqualification becomes exempt from work registration requirements for a reason other than being a TANF or unemployment compensation work registrant.

If the household member who was disqualified gets a new job with comparable salary or hours or, if disqualified for voluntary reduction in work effort, resumes working at least 30 hours a week, that member shall be permitted to participate no sooner than

- * the date that is one month after the date the individual became ineligible, for the first work requirement violation;
- * the date that is three months after the date the individual became eligible, for the second work requirements violation; and
- * the date that is six months after the date the individual became ineligible, for the third or subsequent work requirements violation.

NOTE: Should the disqualified household split into more than one household, the sanction follows the member who caused it.

A government employee who is dismissed because of participating in a strike is considered to have quit without good cause.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: N/A

Med: N/A

CFR 273.7

Section: **FS-111-7**

Page 1

GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY FACTORS

Time Limited Eligibility for Able-Bodied Adults Without Dependents (ABAWD)

GENERAL RULE - WORK REQUIREMENTS

Unless exempt, an individual is not eligible for Food Stamps if, during the preceding 36 month period, the individual received Food Stamps for three months or more while the individual was not either:

- * working in paid employment of at least 20 hours per week (averaged monthly);

NOTE: If self employed, be employed for 20 hours or more per week and receive weekly earnings at least equal to federal minimum wage multiplied by 20 hours.

NOTE: The work hours must be verified. In addition, ABAWDS must report when hours fall below 20 hours per week (averaged monthly).

- * participating in and complying with the requirements of a work program under the Workforce Investment Act (WIA) or a work program under the Trade Adjustment Assistance Act (TRA) for at least 20 hours per week (averaged monthly);
- * participating in and complying with the requirements of an employment training program operated or supervised by the State or political sub-division of the State, other than a job search program or a job search training program, for at least 20 hours per week (averaged monthly); or,
- * participating in and complying with the requirements of a workfare program or volunteer community service for at least 24 hours per month.

During the time that an individual is exempt from this provision any period of participation is not counted.

Prorated months do not count as countable months.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: N/A

Med: N/A

CFR 273.7

Section: **FS-111-7**

Page 1a

EXEMPT MEMBERS

The individual is exempt from the above requirement if the individual is:

1. under eighteen or over forty-nine years of age;
2. an adult in a household which consists of at least one (1) child under the age of eighteen (18);
3. Physically or mentally unfit for employment;

NOTE: If not evident, medical certification is required. In lieu to a doctor's statement, statements from nurses, nurse practitioners, social workers or medical personnel are sufficient.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFDC: N/A

Med: N/A

CFR 273.7

Section: **FS-111-7**

Page 2

GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY FACTORS

Time Limited Eligibility for Able-Bodied Adults Without Dependents (ABAWD)

4. pregnant;
5. subject to and complying with an TANF or unemployment compensation system work requirement;
6. a student, regardless of age, who is enrolled at least half time in any recognized school, training program, or institution of higher education;
7. caring for an incapacitated person who cannot provide his own care;
8. a regular participant in a substance abuse treatment and rehabilitation program;
9. living in a geographic area which has been determined to be exempt from this time limited eligibility rule. (See FS-111-5, page 1).

Individuals may continue to receive benefits beyond three countable months within a thirty six month period if they meet one of the following exemptions. They must have already received benefits for three countable months.

Only 15% of the ABAWDS who are not otherwise exempt may continue to receive benefits because of the following categories. **NOTE: the number of members in the following categories is limited due to a 15% cap on the ABAWD population. The individual can only be exempt for these reasons and only if the individual cannot be exempt for reasons listed in #1-9.**

Unable to find employment for at least 20 hours per week due to the following reasons:

- a). lack of education--individual has a maximum education at 8th grade level or less.
- b). homelessness--individual meets the criteria as defined in FS-999-1.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFDC: N/A

Med: N/A

CFR 273.7

Section: **FS-111-7**

Page 2a

For purposes of this ABAWD characteristic waiver--if an individual is in a temporary accommodation in the residence of another, he or she will not be considered homeless. For a person to be considered for this characteristic waiver code he or she must lack a fixed and regular nighttime residence or whose primary residence is

- 1). a supervised shelter designed to provide temporary accommodations,
 - 2). a halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized or,
 - 3). a place not designed for regular sleeping accommodation for human beings. "Homeless" does not include any individual imprisoned or detained pursuant to a State law.
-
- c). language limited--individual's native language is not English and the individual is not sufficiently fluent in English to obtain employment
 - d). transportation--individual has no access to a registered vehicle for the purpose of looking for and continuing employment and does not live in a municipality which has public transportation.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: N/A

Med: N/A

CFR 273.7

Section: **FS-111-7**
page 3

GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY FACTORS

Time Limited eligibility for Able-Bodied Adults Without Dependents (ABAWD)

SUBSEQUENT ELIGIBILITY

An individual denied eligibility under this provision can regain eligibility if during a 30-day period, the individual:

- * works 80 or more hours;

NOTE: If self employed, be employed for 80 hours or more and receive earnings at least equal to federal minimum wage multiplied by 80 hours.

- * participates in and complies with the requirements of a work program under the Job Training Partnership Act (JTPA) or a work program under the Trade Adjustment Assistance Act (TRA) for at least 80 hours;
- * participates in and complies with the requirements of an employment training program operated or supervised by the State or political sub-division of the State, other than a job search program or a job search training program, for at least 80 hours, or participates in and complies with the requirements of a workfare program or volunteer community service for at least 24 hours.

An individual who regains eligibility shall remain eligible as long as he/she works 20 hours per week (or participates in a work training program, workfare, or volunteer community service).

THREE-MONTH EXTENSIONS

An individual who regained eligibility (by working 80 hours or participating in a work training program for 80 hours within a 30-day period or in workfare or volunteer community service for 24 hours within a 30 day period) and then loses his/her job, work training program, workfare, or volunteer community service position shall remain eligible for three consecutive months without working or being in work training program, workfare program, or volunteer community service.

Any three-month extension of eligibility begins on the date the individual first notifies the state that he/she has lost his/her job, work training program, workfare, or volunteer community service position.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS: N/A **Med:** N/A

CFR 273.7

Section: **FS-111-7**
page 3a

**GENERAL PROGRAM REQUIREMENTS/NONFINANCIAL ELIGIBILITY
FACTORS**

There is no limit on the number of times an individual may regain and then maintain eligibility by fulfilling the work requirement.

As with initial allotments, a prorated month does not count as a countable month.